

**Guidelines for the Appointment of
Named Professorships
Seaver College, Pepperdine University**

Criteria/Materials

- I. **A named professorship is reserved** for a distinguished teacher/scholar who holds the rank of associate professor or professor. Normally the holder of such a professorship will have a professional reputation that extends beyond the Pepperdine community (e.g. national recognition).
 - A. A Named Professor is appointed for a term of five years only and cannot succeed herself or himself in the position. A limited term permits the named professorship to circulate within the college.
 - B. Named Professors will carry with them annual stipends of \$4000. These stipends are derived from endowment funds that will underwrite research, travel, and other professional costs. Holders of these appointments will access these funds through the Vice Provost. Of the total stipend, academic divisions will retain \$500 to encourage scholarship among faculty within the division.
- II. Holders of named professorships:
 - A. May receive a single course reduction in teaching “load” responsibilities.
 - B. Are not eligible for overload pay or summer teaching appointments. However, with the permission of the divisional dean and Seaver dean, they may accept assignments to International Programs, off-campus programs such as the M.Div., summer research grants/contracts like SURP, or on-campus summer teaching appointments, but not more than twice in five years.
- III. Holders of named professorships cannot simultaneously hold the rank of “Distinguished Professor.”
- IV. The following is a checklist of materials to be submitted by the Division Personnel Committee to the Seaver Personnel Committee:
 - A. Letter of support from Divisional Chair or Divisional Selection committee, which addresses specific criteria for the nomination; such as teaching effectiveness using teaching evaluations; the level of research, publications, exhibitions, performance; service both inside and outside the University setting; support for the mission of the university.
 - B. Letter of introduction from the candidate addressing the significance of their work in the areas of teaching, scholarship and service and why the work is noteworthy/exceptional.
 - C. Faculty Data Form
 - D. Curriculum Vita
 - E. 1 external Peer Review
 - F. 1 internal Peer Review
 - G. Supplemental material appropriate to faculty member's area. For example, this may be books, articles, and other publications or scholarly material, published within the last 5 years. Please limit supplemental material to 5 most significant accomplishments or publications.